

Glenbow

Job Title: Audio-Visual Operator, Casual

Job Family: C.U.P.E. Local 1645

Org. Unit: Central Services

Salary Grade: 5

Job Group: Technical/Professional

General Information

Required: Immediately

NOTE: This is for a casual position, hours will be on an as needed basis.

Submit resumes to: careers@glenbow.org

Application Deadline: December 28, 2018

*****Only those selected for interviews will be contacted.**

General Accountability

This position provides audio visual services for functions, programs, events and meetings.

Specific Accountabilities

Technical:

- Installs, sets up and operates A/V resources (in theater and gallery and off-site locations.)
- Provides exhibition related A/V maintenance and support during absence of A/V Technician
- Performs routine maintenance of A/V equipment.
- Evaluates equipment needs and recommends appropriate equipment acquisition.
- Rents equipment based on event need
- Provides documentation and promotional audio-video recording and editing for internal use.
- Provides assistance and advice to staff and public presenters.
- Monitors quality of presentation materials, provides feedback and recommendations for improvement.

Administrative:

- Maintains current knowledge of A/V technology including Audio, Video and Lighting.
- Liaises with external suppliers.
- Provides reports and statistics, as required, for billing of services.
- Performs other duties as assigned.

Qualifications

- Diploma in A.V. Technology.
- (2-3 years experience in field.)
- Flexibility in hours of work is required as events mainly occur during evenings and weekends

Technical Skill

Description	Required Proficiency
Lighting Systems and Miscellaneous Event Equipment	Intermediate
Contemporary Video Display & Production Equipment	High
Contemporary Audio Performance & Production Equipment	High
Microsoft Office Suite	Intermediate
MS Internet Explorer	Basic

Background

The typical minimum level of education to perform this job competently is equivalent to high school graduation and completion of a diploma training program at a college or technical school. The person requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a specific certificate, diploma or license.

Directly/indirectly related work experience representing continuous learning and required for someone to perform this job competently is two to three years.

Ongoing work assignments typically have clearly defined goals. The incumbent's education, training, and previous experience ensure work assignments are successfully carried out because he/she understands what is expected, as well as the best approach to take.

Skills

Practical/Technical:

Physical or muscular ability and dexterity are at a level that allows the person to perform a variety of manual tasks where developed coordination of large and/or small muscles contributes directly to achieving the objectives and goals of the job.

In terms of using the five senses of hearing, sight, smell, touch and/or taste, the person performs work where keen and properly interpreted senses is necessary.

Referring to the work aids used in performing the work, the job requires specialized training and experience to set up, operate or perform basic repairs on moderately complex, specialized equipment and/or must be proficient in the use of a number of standard but significantly different computer programs or applications that used together enhance the value of existing information.

Interpersonal:

Communication skills- the ability to organize thoughts in a logical and persuasive fashion and express those thoughts in conversation, writing and formal oral presentation -is an important skill requirement. Some opportunities exist to develop or apply these skills in this job as demonstrated by the following;

- Listening non-judgementally to information presented by others is important.
- Developing and verbally explaining information to superiors, peers, and subordinates in a well thought out, logical, and effective manner is important.
- Handling relations with the public, customers, suppliers, or others outside the organization in a way that gets the message across tactfully and politely is very important.
- Dealing with the emotions of people using sensitivity and empathy is important.

Interpersonal leadership skills -the ability to influence, convince, direct and persuade others - is an important skill requirement. Some opportunities exist to develop and apply these skills in this job as demonstrated by the following;

- The ability to get results from others over whom there is no formal authority is important in this job.
- Working with a diversity of people (i.e., a wide range of ages, ethnic backgrounds/cultural sensitivities, etc.) in order to accomplish work objectives is important.
- Contributing as a team member, where individuals work together and share equally in the exchange of ideas, concepts and process outcomes, is important.
- Demonstrating initiative and tenacity in understanding the needs of others (internal and external 'customers') and acting to do something helpful is essential.

Problem Solving:

Imagination, creative interpretation, and/or 'new approach' thinking are applied in the performance of a variety of routine and non-routine work. Accomplishments are primarily (and usually) measured in terms of timeliness of delivery and accuracy of detail; imagination and creativity add value to the work accomplished.

The job's requirement for analytical and reasoning skills are such that the person performs tests, procedures, calculations and/or interpretations. The person selects and applies the most appropriate of established analytical methodologies or techniques to (objective or subjective) information gathered from several sources, and evaluates results for accuracy and completeness. At this level, work may involve providing a quality control role to clerks, technicians, trades people, etc.

Interpreting motives, drives and needs in others is relevant. There are occasions where it is necessary to understand what may be motivating others (individual or group), what additional information is required, which techniques are appropriate to gather that information, and how a situation/issue can be successfully brought to a satisfactory conclusion for all who are involved. These situations tend to be somewhat repetitive in nature, involving similar issues, patterns and processes to be applied by the person in this job.